

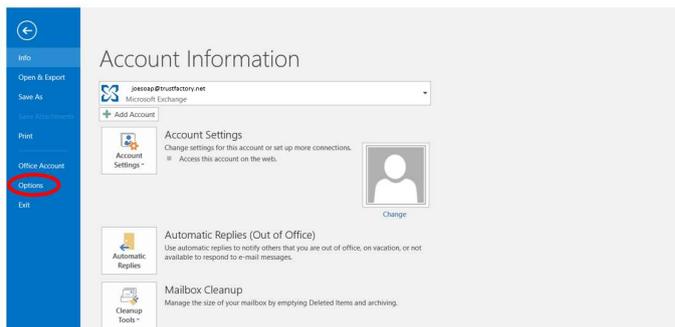
How to setup your email certificate in Outlook

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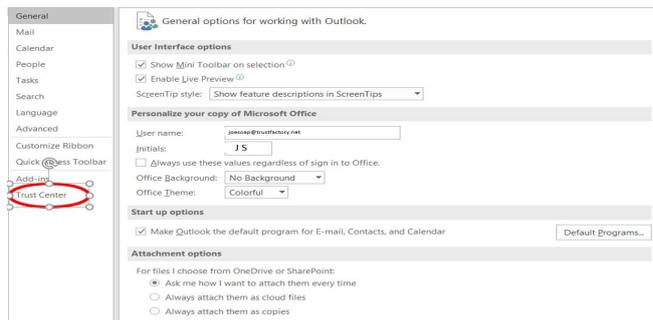
1. Open Outlook
2. Select File



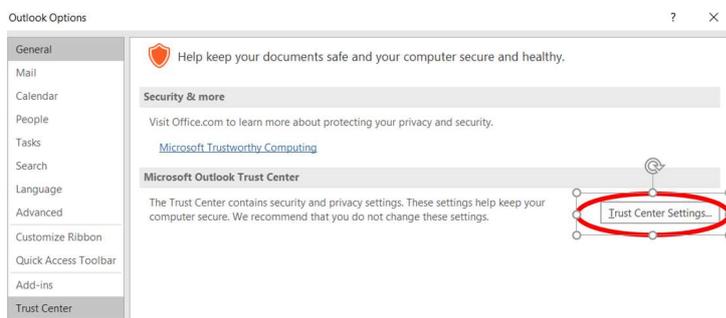
3. Select Options :



4. Select Trust Centre:

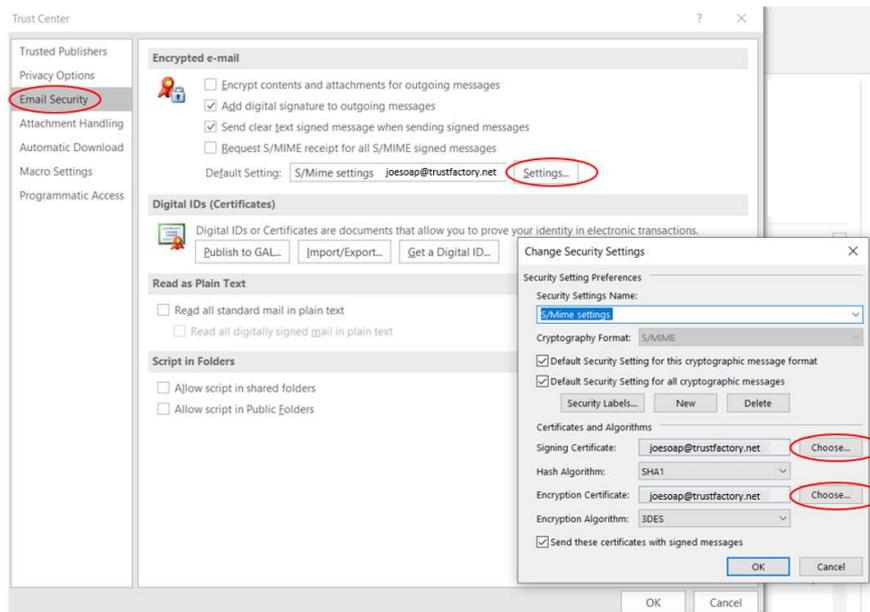


5. Select Trust Centre Settings:

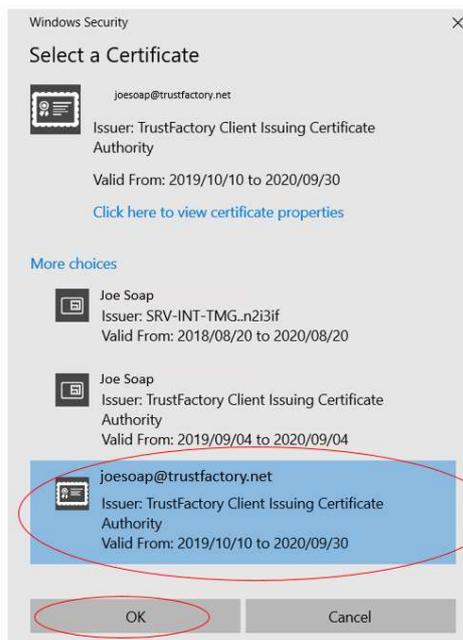


6. Select Email Security
7. Select Settings under Encrypted Email default settings which will open a popup allowing you to change security settings

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8. Select Choose, which will prompt you to select the relevant signing certificate that you will like to enable in Outlook emails. Click on more choices if you do not see the certificate
9. Once you have selected the relevant certificate, click ok



10. Note you would need to choose the certificate for first the signing certificate, and then for the encryption certificate sections, under the Change Security Settings
11. Once you have completed the above and have clicked ok, you may exit the open screens as you will have successfully linked your certificate to your email security settings.
12. To sign and encrypt, refer to the relevant document under support, that explains this process